

PROCUREMENT REVIEW COMMITTEE MEETING MINUTES
4000 WEST BROAD STREET
RICHMOND, VIRGINIA

March 24, 2005, 8:00 a.m.

PRESENT: John W. Montgomery, Jr., Chairman, C. Marshall Davison; **ABSENT:** Will McNeely; **LEGAL COUNSEL:** Roger Chaffe; **STAFF:** Ray Davis, John Moore, Ed Walsh

Mr. Montgomery called the meeting to order at 8:00 a.m. and announced that Mr. McNeely was absent due to a schedule conflict. He indicated that the Procurement Review Committee had met on February 10, 2005 to review the Department's procurement processes and to develop potential recommendations for improvement.

Mr. Montgomery presented an overview of the Committee's recommendations for the Department's use of the AMEX small purchase card. He indicated that in addition to the recommendations developed at the February 10 meeting, the Committee felt that a Board member should serve on the agency's internal procurement review committee. The committee members present agreed to present the following recommendations to the full Board for consideration: (1) A staff committee composed of the chief financial officer, the accounting manager, the purchase manager (with the addition of a Board member) will review all purchases of \$2,500 or more prior to a purchase; (2) the staff committee will review all planned events prior to any purchase, (3) incorporation of DOA training into agency training, and (4) upon the recommendation of the Procurement Review Committee, the internal committee will review all purchases made by the Director and senior staff. Post-purchase reviews will consist of (1) monthly review by the internal staff committee of any completed purchase of \$1,500 or more; (2) annual review by the internal staff committee of activity and authorization limits based on need and/or usage; (3) authorizations will be adjusted based on annual reviews, and (4) a monthly random review by the accounting manager of 10% of the agency's issued cards.

As there was no further business, the Chairman adjourned the committee meeting at 8:10 a.m.

Respectfully submitted,

Belle Harding